

LIBRARY AIDE

DEFINITION

To charge and discharge library materials, update patron records using the computerized circulation system and perform the shelving of books and other non-technical library work in support of library operations; and perform other duties as assigned

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Circulation Supervisor or other designated staff.

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Perform routine shelving of library books and materials.

Charge and discharge library materials.

Update patron records using the computerized circulation system.

Perform standard filing of library materials.

Store and shelve periodicals, videos, CD's.

Maintain library stack area in correct call number order.

Unpack and pack deliveries of library materials.

Perform routine shifting of materials when necessary.

Check and process newspapers.

Empty book drops.

Clear library materials from tables and return them to their proper areas.

Use photocopier, online public access catalogs and other equipment as needed.

Assist patrons where indicated.

Keep simple statistics for library operations.

Build and maintain positive working relationships with co-workers, other city employees and the public using principles of good customer services.

Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Standard procedures, terminology and practices related to filing and retrieving books on Shelves and other library materials.

Standard office practices.

#### Ability to:

Effectively communicate with the public and staff.

Establish and maintain cooperative relationships with those contacted in the course of work, including library patrons and staff.

Learn, explain, and apply rules and regulations related to assigned work activities.

Read, write, and follow both oral and written instructions

Work with a cultural diverse public in a tactful and effective manner.

#### Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

##### Experience:

Equivalent to completion of the twelfth grade.

##### Training:

This is an entry level position in which training is provided as needed.

WORKING ENVIRONMENT, CONDITIONS, AND PHYSICAL DEMANDS

Work is mostly performed within an even-floored, carpeted, and air-conditioned building environment with fluorescent lighting and a moderate noise level. Must be able to work effectively while standing and/or walking for long periods of time (may need to stand for up to three hours at a time several times a day).

Must be able to reach and extend arms above the shoulder to retrieve and file books on shelves, bend, stoop, crouch, stand and stretch to grasp books and materials off shelves and cabinets; lift a minimum of twenty pounds, push heavily loaded book trucks weighing up to forty pounds; use a step stool to reach higher shelves; respond to the public in person or over a telephone.

Must be willing to work evenings, weekends and holidays.

3/01

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